

Establishing credibility with your team

Some managers make the mistake of solely focusing on [establishing credibility with their managers](#), rather than simultaneously establishing credibility with their teams. Do both! Here are some easy ways to get your team's respect.

1. Conduct 1-on-1s every week.

Regular 1-on-1s conducted on a long-term schedule show your team that you are motivated by employee development and intend to develop team members over their careers. For more information on conducting 1-on-1s, see our [Conducting 1-on-1s](#) topic.

2. Establish an open-door policy.

Encourage team members to approach you with questions, concerns or problems. Only close your office door when you are having a private conversation. When team members approach you, shut off the phone (or ignore it), put your computer to sleep and actively listen.

Experienced manager [James Burgess](#) explains what he does to ensure a healthy “two-way flow of information” with his direct reports.

3. Get to know your team.

Go out of your way to approach team members: stop by their desks, invite them out to lunch or schedule a quick chat to discuss personal topics, such as family, hobbies and interests. If you're a new manager, much of your time should be spent just sitting and talking with team members about the things they find important.

4. Ask for input, when appropriate.

Sometimes managers feel as if they have to maintain an image of always knowing what's best. They incorrectly assume that asking team members what they think will be interpreted as a sign of weakness. Actually, team members generally appreciate and respect managers who are more inclusive. By asking your team to contribute their knowledge and ideas, you'll send the message that while you don't always know all the answers, you're intent on tracking them down. And you'll end up making better decisions, too.

Next: [How to establish credibility with executives](#)